

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** February 18, 2025

**ACTION REQUESTED:** Request to Set a Public Hearing for March 4, 2025, at 2:00 pm local time to consider a Lease agreement with Aviation Services, LLC for property and Fixed Base Operation services at Kittitas County Airport, Bowers Field.

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**BACKGROUND:** Kittitas County owns and operates the Kittitas County Airport – Bowers Field. One function of an airport is the Fixed-Base Operator (FBO) service to pilots and visitors of an airport. FBO services have historically been provided at Bowers Field through an agreement with the selected organization. In 2021, recognizing the FBO agreement in place at the time was to expire within two years, the Airport Department sought FBO proposals to provide the necessary services at Bowers Field.

At the time, the County was leasing a portable structure to provide pilots' lounge at Bowers Field. Airport minimum standards were updated and adopted at that time. Minimum standards for an FBO included the requirements for hangar facility and storage area. Efforts began with Aviation Services, LLC (AS) to develop FBO services. Evidence of moving towards AS for FBO services in their proposal included leasing lots for the construction of a new building including hangar, office and pilot lounge space. The County also entered into a commercial lease for space within this building. It is unclear as to why efforts to contract with Aviation Services, LLC as the FBO were not completed at that time.

An agreement with AS has been developed for FBO services including operation of the fuel farm, which has been typical for the previous FBO services. The County owns the fuel farm and as part of the agreement will lease this to the AS as the FBO. The FBO provides services such as a pilot lounge including restroom facilities, flight planning access and a pilot rest area within their facility.

**INTERACTION:** Public Works; Prosecuting Attorney's Office; Airport Services, LLC

**RECOMMENDATION:** Set a Public Hearing for March 4, 2025, at 2:00 pm local time, to consider a Lease agreement with Airport Services LLC for County property and FBO services located at Bowers Field Airport.

**HANDLING:** Return one original to Public Works

**ATTACHMENTS:** Notice of Public Hearing

**LEAD STAFF:** Joshua Fredrickson, Director